

LINWOOD, NEW JERSEY
September 28, 2016

In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this regular meeting has been provided. On May 17, 2016 written notice of this regular meeting was posted in two schools, City Hall, and the Linwood City Library. On that same date written notice was faxed and mailed to The Press and The Current.

The meeting of the Linwood Board of Education was called to order by **Mr. Sless**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, September 28, 2016 7:05 PM**.

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mrs. Ziereis, Judge Todd, Mr. McLaughlin, Mrs. Gibson, Mrs. Scannell, Mr. Sless, and Mrs. DeMorat

MEMBERS ABSENT: None

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, W. Donio, Solicitor, M. Garcia, Auditor, S. Speirs and G. Meister, Principals, C. Flanagan, J. Cunniff, B. Marino, C. Bennett, L. Sands, T. Lhulier, D. Dente

MINUTES OF THE REGULAR MEETING - Motion made by Mrs. Scannell, seconded by **August 24, 2016** Mr. McLaughlin, to approve the minutes of the Regular Meeting, held August 24, 2016.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. McLaughlin, seconded by **AUGUST 2016** Mrs. Scannell, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of August 2016, which are in agreement.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

COMMITTEE REPORTS

Instruction – Mrs. Scannell recapped the meeting agenda

Operations – Mrs. Ziereis recapped the meeting agenda

Governance – Mrs. DeMorat recapped the meeting agenda.

Negotiations – None.

Strategic Planning - Dr. Cappelluti provided an overview of the first Strategic Planning session held Monday, September 26, 2016.

COMMENTS FROM THE PUBLIC - None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. AUDIT PRESENTATION – Mr. Garcia, partner at Ford Scott and Associates provided an overview of the Comprehensive Annual Financial Report for the year ending June 30, 2016 and the Auditors Management report. There were no comments, findings, or recommendations. He also provided an overview of the components of fund balance. He further explained the tax levy is down from the prior year, on the City’s calendar year basis. Tax levy is impacted one cent for every \$97,875 on a calendar year. The school year runs from July 1 to June 30 therefore, the impact is spread over two school years.

ACTION REQUIRED

SUBSTITUTES - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following substitutes, upon the recommendation of the Superintendent, to the 2016-2017 School Year Substitute Lists. They will be paid in accordance with the Substitute and Other Pay Policy:

SUBSTITUTE TEACHERS

Faith Aller	Jamie Hall	Kira Pepek
Amanda Bye	Colleen Johnson	Karen Cavacini
Joanna Culmone	Beth Levy	Danielle Dente
Sandra Williams	David Eachus	Kristen Lamkin
Catherine Evinski	Cindy Donovan	Candance Kellner
Natalie Fischer	Wendy Friel (new)	Hu Zhiying (new)
Jennifer Koch (new)	Erica Johnson (new)	

SUBSTITUTE BAS PROGRAM

Carol Abrams-Goldinher	Lawrence Arch	Matthew Mucciarone
Brenda Mucciarone	Virginia Emery	Kathleen Lajiness
Michael Mucciarone		

SUBSTITUTE CUSTODIAL

Victoria Erles (new)

CHILD STUDY TEAM - HOURLY

Brynn Sismann

Motion carried by roll call vote, all members present voted yes.

Motion approved.

STIPENDS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following coaches and advisors for clubs and activities per the LEA agreement

CLUBS \$1,253.00

STEM: Shared stipend-Pete Davis, Jennifer Bernardini, Cindy O’Kane
Street Teams: Jennifer Bernardini, Amy Winterbottom, Allison Wrigley
Art Club: Robin Moore
Jazz Band: Nancy Robinson
Stage Crew: Nancy Robinson
RTV: Cindy O’Kane
Think Team: Keith Grimley
Yearbook: Chris Lonergan

COACHING & ACTIVITIES

Athletic Director	\$4,600	Brian Coyle
Band Assistant	\$2,833	David Lamkin
Band Director	\$4,272	Nancy Robinson
Track Assistant	\$2,035	Brian Coyle
Boys Basketball	\$4,600	Chris Meade
Girls Basketball	\$4,600	Marilee Sobrinski
Choir Director	\$3,051	Kim Peschi
Girls Cross Country	\$3,051	Chris Lonergan
Field Hockey	\$2,179	Erika Himstedt
Boys Cross Country	\$3,051	Karen Zaleskiewicz
Boys Soccer	\$2,833	David Eachus
Girls Soccer	\$3,051	Marilee Sobrinski
Girls Track	\$3,051	Chris Lonergan
Boys Track	\$3,051	Karen Zaleskiewicz

Motion carried by roll call vote, all members present voted yes.
Motion approved.

RESIGNATIONS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to accept the resignations from the following:

Gina Wenzel, Teacher, last date of employment is on or before October 26, 2016
Lindsay Ripley, Part Time Paraprofessional, Never started
Melissa Hackett, Part Time Paraprofessional, last day of employment was August 28, 2016

Motion carried by roll call vote, all members present voted yes.
Motion approved.

LEAVE OF ABSENCE - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve a Federal Family Leave Act and New Jersey Family Leave Act leave of absence request from Mrs. Shirly Calabrese, Secretary, effective September 13, 2016 and expected to run through October 10, 2016, pending certification of health care provider. Mrs. Calabrese will be using her available sick and accumulated sick time during this leave.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BUS AIDE STIPEND - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve Patricia Skovron as a Special Education Bus Aide for 2016-2017 school year to provide support services to preschool and school age students with disabilities. This is a 10 month stipend position of \$3,000.00.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

INTERNSHIP - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve Bonnie Marino, teacher, to complete an Internship with Stockton University's Principal Endorsement Program under the mentorship of Mrs. Susan Speirs for the 2016-2017 school year.

Motion carried by roll call vote, all members present voted yes, except Judge Todd who recused.

Motion approved.

PRACTICUM PLACEMENT - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the from Stockton University for an externship practicum placement for Shelby Clark with Marilee Sobrinski for the fall 2016 semester, pending any additional documentation required. She will work with Ms. Sobrinski during her regular work day.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

WILSON TRAINING - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the Wilson Reading System Level 1 Certification Training including program tuition, startup and implementation seminars for the 2016-2017 school year in the amount of \$10,750 to be paid from General, and IDEIA funds and \$6,000 from NCLB funds for the 3-Day introductory workshop for special education and basic skills staff. Consultant travel expense not to exceed \$350.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ETTC HOURS - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve an additional 100 ETTC hours at a rate of \$18.00 per ETTC hour, not to exceed \$1,800.00.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

SPECIAL EDUCATION BEFORE AND AFTER SCHOOL STUDY AND

HOMEWORK SUPPORT - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following teachers to provide before/after school study/homework support for special education students for the 2016-2017 school year. Teachers will be paid through funding provided by the FY2016-2017 IDEIA Grant at the rate of \$40 per hour.

Cindy O’Kane	Kevin Jacobs	Tiffany Graziotto
Jennifer Bernardini	Christine Swan	Mary Beth McKenna
Marilee Sobrinski	Brooke Szeker	Mary Beth Atwood
Patricia Levinson	Elizabeth Provenzano	

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BEFORE AND AFTER SCHOOL TUTORING - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the following teachers to provide before/after school supplemental services for academically at-risk students in the REACH Program for the 2016-2017 school year. Teachers will be paid through funding provided by the FY2016-2017 NCLB Grant at the rate of \$40 per hour.

Christine Swan	Samantha Filangieri	Jamie Hiltwine
Marilee Sobrinski	Meagan Lee	Kevin Jacobs
Mary Beth McKenna	Angela Iannello	Brooke Szeker

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BEFORE AND AFTER SCHOOL STUDY CLUB - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve Keith Grimley to provide before school study support for the 2016-2017 school year. Teacher will be paid from the General Education budget at a rate of \$40 per hour.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BEFORE AND AFTER SCHOOL HOMEWORK CLUB - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following teachers to provide after school supplemental services for academically at-risk students in the Homework Club for the 2016-2017 school year. Teachers will be paid through funding provided by the FY2016-2017 NCLB Grant at the rate of \$40 per hour.

Debbie Levine	Amy Winterbottom
Marisa Hieb	Karen Prendergast

Motion carried by roll call vote, all members present voted yes.

Motion approved.

LORE CLUB - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the following teachers to provide after school supplemental services for academically at-risk students in the Lore Club for the 2016-2017 school year. Teachers will be paid through funding provided by the FY2016-2017 NCLB Grant at the rate of \$40 per hour.

Jennifer Mansueto Heidi Derbyshire
 Motion carried by roll call vote, all members present voted yes.
Motion approved.

STAFF TRAVEL, PROFESSIONAL DEVELOPMENT AND WORK RELATED

EXPENSES - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to approve the travel, professional development activities and work related expenses for employees as listed below. The attendance at stated function was previously approved by the Chief School Administrator, as work related and within the scope of the work responsibilities of the attendee. The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent. The travel and related expenses particular to attendance at this function is expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter. The board finds the travel and related expense and the excess expenses particular to attendance at this previously approved function is necessary, and that the excess is justified and therefore reimbursable. All staff travel that applies to this motion is marked with an *).

Name	Event	Location	Date	Amount
Teri Weeks	LEE Meeting	Trenton	09/29/2016	Not to exceed \$75
Teri Weeks	LEE Meeting	Trenton	11/17/2016	Not to exceed \$75
Teri Weeks	LEE Meeting	Trenton	01/19/2017	Not to exceed \$75
Teri Weeks	LEE Meeting	Trenton	03/19/2017	Not to exceed \$75
Teri Weeks	LEE Meeting	Trenton	05/18/2017	Not to exceed \$75
Pat Childs	Lead Testing Seminar	Hammonton High School	09/27/16	Not to exceed \$25
Frank Pileiro	Equity Gap Fall School CIO Summit	Baltimore, MD	9/29-9/30/16	No Workshop Cost Travel not to exceed \$150
Sobrinski, Marilee	11/18/16	Phila., PA	ASHA Convention	Registration fee \$275.00
Bonnie Marino	STEM workshop	ETTC	11/17/2016	7 ETTC hours

Jacqueline Baltozer	Writing Effective HIB Reports	ETTC	12/1/16	7 ETTC hour
Shari Frolove	Writing Effective HIB Reports	ETTC	12/1/16	7 ETTC hours
Jamie Hiltwine, Kevin Jacobs, Angela Iannello, Samantha Filingeri	Wilson Training Level I Certification,	Seaview and Belhaven	Ongoing 2016-2017 School Year	\$10,750(General Funds and IDEIA)
Jamie Hiltwine, Kevin Jacobs, Angela Iannello, Samantha Filingeri, Megan Lee, Tanya Arlington, Patricia Levenson, Samantha Coyle, Amy Amodeo	Wilson 3 day Introductory Training	Seaview and Belhaven	September 23, 26, and 27	\$6,000 (NCLB and IDEIA)

Motion carried by roll call vote, all members present voted yes.

Motion approved.

RETIREMENT - Motion made by Mrs. Scannell, seconded by Mrs. Gibson, to accept the letter of intent to retire from Mrs. Kit Higbee, Special Education Teacher, effective November 30, 2016.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

UNIFORM MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS -

Motion made by Mrs. Scannell, seconded by Mrs. DeMorat, to approve the 2016 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. There have been no changes to the agreement

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ADDENDA TO PSA AGREEMENT - Motion made by Mrs. Zierys, seconded by Mrs. Scannell, to approve the addenda to the PSA agreement dated April 22, 2015 to add Georgette Meister and Jennifer Laning to Article XIII, Salary Schedules.

Motion carried by roll call vote, all members present voted yes, except Judge Todd and Mrs. Gibson who recused.

Motion approved.

LOCAL GRANTS - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to accept a grant award from PTO in the amount of \$3,947 for Makers Space Furniture and \$357 for Playground Equipment - Belhaven. Total award is \$4,304

Motion carried by roll call vote, all members present voted yes.

Motion approved.

GRADES 6-8 TUITION CONTRACT - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the 2016-2017 grades 6-8 tuition contract for one non-resident regular education 6th grade student in the amount of \$7,317 attending our programs effective September 1, 2016

Motion carried by roll call vote, all members present voted yes.

Motion approved.

FACILITY STIPENDS - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the following stipends for Facility personnel per the LEA agreement:

Lead Custodial and Maintenance Mr. Steven Brown

Black Seal

Ms. Marsha Adams

Mr. Steven Brown

Mr. Andrew Larson

Mr. Sam McGonagle

Ms. Ela Jelenisaski

Ms. Sharon Stoll

Mr. Paul Trinkle

Motion carried by roll call vote, all members present voted yes.

Motion approved.

FOOD SERVICE CONTRACT - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the 2016-2017 Food Services contract with Mainland Regional High School, Lead Agency with a shared cost of \$21,525 of the management fee. Lunch prices are \$3.50 for Seaview, \$4.00 for Belhaven and \$5.00 for Staff.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

2015-2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDITOR'S MANAGEMENT REPORT - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to accept and file the 2015-2016 Comprehensive Annual Financial Report and Auditor's Management Report. There are no comments, findings, or recommendations.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the following use of School Facilities:

Linwood PTO -

Book Fair event September 28, 2016 from 5:30 to 8:30
Seaview Lobby and Cafeteria, no fee will be charged

Linwood Panthers - Board Meeting, event September 12, 2016 from 7:00 to 8:00
Belhaven Library, no fee will be charged

SSPAC Committee - Meeting October 13, 2016 from 7:00 to 9:00
Belhaven Cafetorium, no fee will be charged

Linwood LASAR - September 19, 2016 through November 30, 2016 Monday - Friday
Belhaven Gym for basketball practice

Motion carried by roll call vote, all members present voted yes.

Motion approved.

CHANGE IN POSITION - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the approve Angela Iannello from part time special education teacher to full time special education teacher BA +15, step 3, pro-rated for start date and pending completion of negotiations. She is filing Ms. Gina Wenzel's position.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

NEW HIRES - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the Ms Wendy Friel and Susan Leopardi as Part Time Instructional aides, 25 hours per week, \$14.00 per hour with 60 credits per the LEA agreement.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

MENTOR - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve Bonnie Marino, Belhaven School, as a mentor for Amanda Pannone for the period of September 1, 2016 through December 31st, 2016 for a mentor fee of \$550.

Motion carried by roll call vote, all members present voted yes, except for Judge Todd who abstained.

Motion approved.

TRANSPORTATION CONTRACT - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the 2016-2017 joint transportation contract with Mainland Regional High School for route LWSP in the amount of \$38,000, public school route, and SJHS in the amount of \$1,125.12, non public school route.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

Communication – Included in the packet

BOARD SECRETARY MONTHLY CERTIFICATION - Motion made by Mrs. Scannell, seconded by Mr. McLaughlin, to accept the Board Secretary monthly certification, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.S.A. 18A:22-8.1 -8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4. In accordance with N.J.A.C. 6A:23A-16.10, it is further

certified that there are no changes in anticipated revenue amounts and sources for the month.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BOARD OF EDUCATION MONTHLY CERTIFICATION - Motion made by Mrs. Scannell seconded by Mr. McLaughlin, to approve the monthly Board of Education certification that after review of the board secretary and treasurer monthly financial reports, in the minutes of the board each month that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BILLS:

Batch 50	General Fund	\$476,906.96
Batch 59	Before and After School	\$18,561.88

PAYROLLS:

Batch 72	September 2, 2016	\$373,207.05
Batch 71	September 16, 2016	\$384,230.72

TRANSFERS

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
11-000-100-566	Private School for the Handicapped	\$	\$ 8,525
11-216-100-106	Preschool Full Time - ParaProfessional		4,000
11-000-219-104	Salaries - CST		4,000
11-000-219-110	Salaries - CST Other		1,000
11-000-230-610	Supplies, General Administration		1,000
11-000-240-103	Salaries - School Administration	<u>18,525</u>	<u> </u>
Total General Fund		\$ <u>18,525</u>	\$ <u>18,525</u>

OLD BUSINESS – None.

NEW BUSINESS – Next meeting for SSPAC is October 13, 2016.

COMMENTS FROM THE PUBLIC – Mrs. Speirs congratulated Mrs. Weeks and the Business Office on the audit.

COMMENTS FROM THE BOARD – Judge Todd stated the Instruction Committee takes great pride in the items on the agenda. Staff are receiving their professional development at \$40 per hour.

Mr. Sless stated he spoke to the SSPAC group and assured them the goal is keep the Child Study Team as strong as possible.

Judge Todd reviewed the current tax appeal information which show they are approximately \$20 million dollars. He also shared his calculations of the tax levy and ratables.

Mr. Sless stated that we will not be going into executive session. Mr. Donio reviewed the procedures necessary when there is not a quorum to vote on an agreement. The Memorandum of Agreement with the Linwood Education Association has been signed. It is protocol that the LEA ratifies the agreement first, then the Board. The Board must first pass a Doctrine of Necessity to provide the conflicted board members the ability to hear about the agreement and then vote. This is recommended as a best practice.

ADJOURNMENT - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat to adjourn.
(8:15 PM).

Motion carried by roll call vote, all members present voted yes.

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary